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# Quality Enhancement Plan for a Student Project Center

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## APPENDIX B:

### PRE-PROPOSAL SUBMITTAL COVER PAGE

Theme Area (see seven possible themes in Appendix A): Themes 2 and 3

Your Specific Topic Title: Student Project Center

**Brief description of the Topic:** Students working on major research projects could benefit from a centralized campus service that could provide subject expertise, research assistance, writing and organization expertise, and technology support. This pre-proposal sets forth ideas on how such a project center might operate and what benefits it would offer student researchers. A student project center would integrate all the learning resources the campus has to offer under one roof and provide students with the technological resources needed to produce professional results.

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Department: Library

Co-developers: \_\_\_\_\_

Are you interested in being involved in the development of a full proposal on this topic?  
☒ Yes      ☐ No

Are you interested in participating in the development of the Quality Enhancement Plan after the topic is selected?  
☒ Yes      ☐ No      (This is a conditional "yes" dependent on whether I am able to manage to squeeze out time from my current assignment.)

The proposal will be evaluated on the basis of the following (38 points total):

- Student learning outcomes are clearly identified (8 points)
- The topic is very important for UNF (8 points)
- Actions that might be taken to improve student learning are discussed (8 points)
- The topic is focused yet has broad interest and relevance (6 points)
- The topic would affect a well-defined student population(s) (6 points)
- Level of departmental and unit involvement is discussed (2 points)

Please attach a topic proposal, maximum of two pages (excluding submittal form) and submit electronically to [spaulson@unf.edu](mailto:spaulson@unf.edu) or deliver a printed version to Dr. Steve Paulson, Coggin College of Business prior to 5:00 PM on Friday, March 30, 2007. Please do not include your name(s) on the body of the pre-proposal.

## **Student Project Center (SPC)**

**Rationale:** UNF currently does not have a resource center for students that provides them with project help. If a student needs subject assistance, the Academic Center for Excellence provides tutors. If a student needs technological assistance, the ITS labs can provide help. If a student needs help learning how to research and find information, the Library can provide training and guidance. The Writing Program provides support for students needing to learn how to organize and better present their ideas on paper. If a student, working on a project for a class, needs assistance with all of these areas, he/she will be making multiple visits to multiple areas to try to get a project completed. Once a project is completed, the student will likely need to produce print and/or electronic copies of the project for presentation to a professor or even to an entire class. If it is a major project whose presentation could benefit from print and presentation technologies (color printing, poster printing, CD production, etc.), there is limited support currently available on campus for getting this done. Most students will head off-campus to Kinko's or another copy service to take care of specialty requests. A Student Project Center would bring together subject and research expertise, software and technology expertise, and the appropriate tools for producing professional quality work into one area, much like student services commonly linked by need are now offered by One Stop.

### **Components**

- **Subject and Research Expertise Desk** – This area of the SPC would ideally be staffed by subject area specialists (perhaps faculty and graduate students) and by research specialists (librarians), who would be available by appointment to consult with students who are undertaking major research projects during a semester or over the course of a couple of semesters.
- **Writing and Presentation Desk** – This area would rely on expertise from faculty and graduate students and would provide assistance to students needing help with organizing and designing a project. Experts at this desk would help students choose the best methods for presenting their ideas and offer advice on the best means for developing ideas in writing and visually.
- **Scanning, Production, Packaging, and Design Studio** – This area of the center would provide the tools necessary for realization of project ideas. Software such as the Microsoft Office Suite, Publisher, etc. would be available. Design software such as the Adobe Creative Suite (Photoshop, Dreamweaver, etc.) would be available. Sound editing software would also be available. Technology such as scanning and photographic equipment would be available. Printing, binding, and electronic packaging equipment would also be available. This area would have staff available for consultation as well.

- **Presentation Rehearsal Studio** – A presentation studio would include a workstation with all necessary presentation software and video and audio equipment for projecting images and sounds. Students working on presentations to an entire class or to a conference would be able to mount their presentations and practice delivery, with the ability to record and review the presentations as needed.

### **Target Audience**

While the Center would be open to all UNF students, it would most likely be used most heavily by students involved in research. Students taking research-oriented courses at the junior, senior, and graduate levels would likely be the heaviest users of the Center. Advanced students who will be representing UNF at state, regional, and national conferences would find support for their presentations at the Center.

### **Campus Participation**

Numerous campus units and experts would be called into play to make the Center work. For the Center to really benefit students, it would need to have daytime and evening hours of operation. Core staffing should include at a minimum a manager for the center, a technology specialist, and student assistance to keep the Center open when professional staff are not available. Subject expertise could be provided on a voluntary basis by interested graduate students and faculty and could be scheduled on a semester basis and by appointment. This would provide faculty with excellent opportunities for service and provide students using the center with more chances for one-on-one exchanges with faculty and graduate students in their fields. Writing specialists could be scheduled regularly and by appointment. Needs for advanced technology specialists could be filled by experts from ITS and from Communications and Visual Arts. A combination of paid and volunteer staff could be used to keep the Center running in its early stages until the campus is able to evaluate its usefulness and the need for more permanent staff.

### **Benefits to Students**

Students will gain hands-on experience using best practices to design, research, implement, and present an academic project. Because of the potential for many campus experts to be involved in the operation of the Center, students will establish direct, working relationships with faculty, researchers, and technology experts from around campus. Such an integrated approach to using campus resources would help students to learn how all the pieces fit together.